

**PRC AGENDA**

Date:	January 17, 2023		
Time:	3:30 - 4:15 pm		
Location:	Teams Meeting – see meeting invite to join.		
<b>Agenda Item</b>	<b>Presenter</b>	<b>Objective</b>	
1. Introductions and check in	Norm Alberg 2 minutes	Check In	
2. Approval of minutes - December	Norm Alberg 3 minutes	Action	
3. King County Records and Information Governance Group (KCRIGG) update <ul style="list-style-type: none"> <li>• Text Messaging Guidance- FAQ</li> <li>• Versioning issue – in development</li> <li>• Next up – Personnel File Request process</li> <li>• Call for other items</li> </ul>	Cynthia Hernandez 6 minutes	Inform, Invite Questions, Comments	
4. Public Record Program Updates	Stephanie Santos 6 minutes	Update, Inform	
5. Privacy Program Updates	Lorre Wijelath 8 minutes	Update, Inform	
6. KCIT-Updates	Shannon, Tim 6 minutes	Inform, Discuss	
7. ARMMS Updates <ul style="list-style-type: none"> <li>• Disposition Process Improvements Update</li> <li>• Year end processes</li> <li>• Archives Program Updates</li> </ul>	Ellie Rhodes Ryan Wadleigh Hannah Soukup 6 minutes	Inform	
8. PRC – Web site logistics	Cynthia Valerie 6 mins		
9. Good of Order and Summarize Take-Away Messages	Norm 2 minutes	Information, Recap	
10. Adjourn	Norm Alberg		

**Upcoming Public Records Committee meeting: February 17, 2023**